

PAYROLL ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To oversee the functioning of the payroll systems; to gather requirements and draft specifications for new payroll systems and changes to existing payroll-related systems; to coordinate with IT, HR, consultants and vendors for major updates to the systems; and to perform technical and administrative tasks related to area of assignment.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Payroll series.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager and higher level management staff.

Exercises functional and technical supervision over the Payroll Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee the functioning of the payroll systems; troubleshoot, research and resolve problems, register major issues with vendor, work closely with Information Technologies (IT) and Human Resources (HR) when required; test solutions and monitor results.
2. Coordinate with IT, HR, consultants and vendors for major updates to the systems, such as converting to new versions, including setup, element design, formulas, testing and related components.
3. Work closely with IT and HR to implement collective bargaining agreement (CBA) changes; test changes prior to activation; determine appropriate application of payroll rules based on CBA changes and past practice.
4. Gather payroll requirements and draft specifications for new systems and changes to existing systems.
5. Work with IT programming staff to acquaint them with the city's payroll systems and requirements; assist them to implement changes and requirements to meet the city's needs.

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6. Ensure payroll practices and systems are in compliance with all CBAs, city policies, and federal and state regulations; stay abreast of changes to applicable governing requirements, policies and laws, and apply as needed; ensure compliance is maintained when major updates or new systems are implemented.
7. Provide support and oversight for the daily payroll work; ensure the accuracy and timeliness of the biweekly payrolls; set priorities and provide technical direction and training to the Payroll Specialists.
8. Balance and file quarterly taxes with the Internal Revenue Service.
9. Validate and balance W-2's at the end of the calendar year; research and recommend new software for electronic filing of W-2's.
10. Draft and revise payroll procedures.
11. Use various software to extract and report payroll data for a variety of purposes and requestors including management and public information requests.
12. Participate in training city staff on new procedures and software.
13. Provide information to the City Attorney's Office and HR to assist with handling grievances and lawsuits.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Ensure proper checks and balances are in place to detect any errors or issues with the biweekly payrolls.
3. Perform daily payroll functions as backup for the Payroll Specialists, or in unusual circumstances.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an automated payroll system.
Principles of lead supervision and training.
Methods and techniques of payroll accounting for a large employer.
Principles and practices of fiscal record keeping and reporting.
Advanced principles of arithmetic.
The city's collective bargaining agreements and policies related to pay and certain benefits.
Pertinent federal, state and local laws, codes, regulations.

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Ability to:

Work as a lead for payroll systems upgrades and implementations.

Work closely with appropriate HR staff on testing payroll system implementations, upgrades, patch testing and issue resolution.

Lead, organize and review the work of staff.

Train staff in payroll functions.

Analyze, research and resolve payroll system problems or complex changes.

Work independently with minimal supervision.

Use initiative and independent judgment within established guidelines.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience performing the full range of payroll functions for a large company or government entity with a complex automated payroll system.

Experience working as a lead payroll end user in software implementations and upgrades is highly desirable.

Experience with Oracle HR/Payroll is preferred.

Experience in a union environment is preferred.

Training:

Associate degree from an accredited college or university with major in accounting, business administration, computer science or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

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License or Certificate

Possession of a related professional certification such as Certified Payroll Professional is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
NEW 12/27/05
FLSA & City: exempt

Approved 1/20/06